

IOWA ETHICS AND CAMPAIGN DISCLOSURE BOARD

510 EAST 12th, STE 1A
DES MOINES, IA 50319
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EXECUTIVE BRANCH RECEPTION REPORT

This form must be filed with the Board within five business days following the date of the reception. This applies only to receptions held during the regular session when every member of the general assembly is invited. See Iowa Code section 68B.22(4)"r" and rule 351-8.10.

The form may be photocopied.

PART A

SPONSOR IDENTIFICATION

Sponsor's Name

Mailing Address

City/State/ZIP

Area Code/Phone Number

PART B

RECEPTION INFORMATION

Date

Location of reception

Please provide the total amount expended including in-kind expenditures on food, beverage, and entertainment for the reception.

TOTAL COST of reception (includes in-kind expenditures) \$ _____

Food \$ _____

Beverage \$ _____

Entertainment \$ _____

Signature of Sponsor

Date Signed

Executive Branch Reception Report Instructions

Iowa Code section 68B.22(4)“r” states: “Gifts of food, beverage, and entertainment received by public officials or public employees at a reception where every member of the general assembly has been invited to attend, when the reception takes place during a regular session of the general assembly. A sponsor of a reception under this paragraph shall file a report disclosing the total amount expended, including in-kind expenditures, on food, beverage, and entertainment for the reception. The report shall be filed with the secretary of the senate, the chief clerk of the house, **and the board** within **five business days following the reception.**” (emphasis added) Also see rule 351-8.10.

Definitions:

“Sponsor” is the individual or entity hosting the reception.

“Date” is the date the reception was held.

“Location” is the physical address of the location the reception was held.

“Total Cost” is the actual cost of food, beverage, entertainment at the reception.

“In-kind expenditures” include the fair market value of food, beverage, or entertainment that is provided to the sponsor for free or at a reduced price.

“Food” is the total cost for food provided at the reception.

“Beverage” is the total cost for beverages provided at the reception.

“Entertainment” is the total cost for entertainment provided at the reception.

Filing:

Sign and date the form and then file it by any of the following methods:

Mailing to the Iowa Ethics and Campaign Disclosure Board at 514 E Locust, Suite 104, Des Moines, Iowa, 50309-1912; or

Hand-delivering to the above address; or

Faxing to the Board at (515) 281-3701.

The form will be deemed to have been timely filed if the form is physically received in the Board’s office on or before the reporting deadline **or** received in the Board’s office bearing a US postmark on or before the reporting deadline.

If you have any further questions or concerns, please contact the Board at (515) 281-4028